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**SECURITY INFORMATION**

2 July 1953

WEEKLY ACTIVITY REPORT

A. PROGRESS REPORT - OLD PROJECTS

1.
- a. Training Film Library - 14 retention prints and 34 loan prints are outstanding. Six loan films sent during the week.
2. Instructor Training Course
- a. ITC #10 was conducted last week with 12 students enrolled; 5 from MTB/TR(S), 4 from FI, 1 each from COMMO, PM and TAB.
- b. A course of study designed to provide training for TR(S) instructors only has been approved by the DD/TR(S). The course will be considered as a first phase of instructor training with a second phase consisting of an on-the-job training period and a third phase involving continual supervision of the instructional methods of the students of the course. Details of the course are under preparation with a target date of 15 September.
3. Mobile Audio-Visual Aids Device
- a. The device is to be demonstrated to the DD/TR(S) during the coming week.
- b. A requirement will be placed on TSS to develop a second prototype embodying certain technical modifications.
- c. Another attempt will be made to interest the operating divisions in the possibilities of use of the machine.
4. Project OSS Film Footage
- a. All negative and positive material has been sorted from the Library of Congress collection and is being catalogued and previewed.
5. Motion Picture Film
- a. All members except the script writer are on leave.

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b. Scripts for first series have received approval of DD/TR(S) with slight modification

25X1 6. Movement of OC

a. The number of charts requested for the course has been revised to a total of 12 to be completed due to the modifications of the course content. Of the 12, 11 have been completed, 1, 75% complete.

25X1 7. Support

25X1 a. Film  - 2 outstanding loan films and 7 outstanding retention films.

b. Graphic Aids - 2 charts requested.

c. Maps and charts - No additional requirements.

d. Editorial and Reproduction - No new requirements.

e. Library Services - The OTR Library has compiled:

(1) List of unclassified periodicals for recreational reading.

(2) List of reference books for library.

(3) List of classified documents to be sent to site for retention.

(4) List of fifteen books for recreational reading. Fifteen additional books will be added to this list each month. Accessions to recreational reading collection will be modified as use indicates.

8. Support of TR(G) RIT

a. All requests for books and materials submitted to date have been completed. No new requirements have been submitted.

9. War Plans Staff Officers Course

a. The request for the reproduction of basic materials for a War Plans Staff Officers Course has been renewed by the instructor. No date for completion of the request has been set by the requestor. Cutting of all stencils except for 30 has been completed.

25X1 10.  Syllabus

a. A complete draft of  a syllabus for a proposed training course, has been received from the instructor. Editorial review and preparation of mimeograph stencils for reproduction have been requested. This work was not completed by 29 June due to lack of typists.

25X1 11. Display for  Museum

25X1 a. Four layouts plus miscellaneous rough sketches, have been submitted to Sabotage and Demolitions Staff for approval and subsequent use in the  Museum. Instructor approval of layouts has not been received.

12. Translation of Basic Agent Tradecraft Manual

25X1

a. The manual has been forwarded to FDD. Translation will be in written copy. Three chapters have been received from FDD and forwarded to the instructor for review.

13. The Red Interpreter

a. After a conference with the Reproduction Division this glossary has been forwarded to the DD/TR(S) together with a reproduction estimate and a request for approval for expenditure of the funds for this purpose.

14. Filmagraph Production for BIS(I)

a. The preparation of the film strip is being handled as a preliminary study for the visual content of the filmagraph. In a discussion held with Mr.  (BIS), the picture story aspects of the film strip were worked out in a total of 42 frames. Copy corrections were to be made by Mr.  and submitted to GAS for final art work. Tentative date for completion of the film strip is 1 August.

b. Utilizing film strip sketches, lecture notes and other miscellaneous prepared materials relative to the lecture, a discussion would be held with the script writer to develop the audio content of the filmagraph.

c. In order to facilitate competent production and animation techniques in connection with above production, it may be necessary to include certain members of the GAS Staff in a course of training dealing with cartoons, cartooning, animation techniques and animation productions.

d. Liaison will be maintained between GAS/OTR and the Naval Photographic Center, Anacostia.

15. Instructional booklet, Your Career for Clerical Refresher Course TR(G)

a. Drawings, text and final page layouts completed. Booklet to be forwarded during the week for reproduction.

16. Photographic Service

25X1

a. A first series of still photographs consisting of 120 prints for the purpose of recording of the progress made were processed during the week. The project is controlled by the PM Staff and the DD/P and it is to be used by MTE/TR(S). Additional still photos and motion pictures will be taken at subsequent intervals.

17. General Traffic Posters for the Clerical Training Courses TR(G)

a. Rough layout for 6 posters has been approved by the instructor with 50% of the art work completed. Final text has not been received by the instructor.

B. ITEMS OF CURRENT INTEREST

1. The Film [ ] has taken over the job of processing the 35mm film taken by the Ophthalmograph in the Rapid Reading Laboratory. A daily load of approximately 75 ft. of film is anticipated.

C. NEW PROJECTS DURING THE WEEK

1. Bibliography of Communist Armed Forces. Two hundred fifty copies to be reproduced and bound in pressboard folders by 1 August.

D. ITEMS OF ADMINISTRATIVE INTEREST - None.

[ ]  
Chief, Training Aids Branch

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Security Information

1 July 1953

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MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT : Progress Report, Records & Registration Staff, OTR  
week of 25 June - 1 July 1953

1. Students presently in TRS Courses:

Basic Training Phase II, #2  
Administrative Support #1

75  
20

25X1

2. Students presently in TRG Courses:

a. Personnel in TRG Courses:

Basic Intelligence Course (I) #10		40
Reading Improvement Course #11		
DDP Personnel	20	
Other Agency Personnel	34	54
Clerical Refresher Course #26		
Typing I	8	
Typing II	11	
Anniversary Shorthand	11	
Simplified Shorthand	11	
English Usage	9	50
Clerical Orientation Course #56		22
Clerical Induction Training (D St)		58
Reception and Interim Training		
Fully Cleared (Overt)	3	
Provisional (Covert)	3	6
CIA Language Lab.		
Regular Classes	40	
Self-study	111*	151*

Total TRG

381

\*Approximate

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25X1

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